



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Utilities Division 244 Washington Street, S. W. Atlanta, GA 30334	Application Number 82-598	
Application Number		Date Received AUG 31 1982	Date Completed JAN 19 1983
2. Person to Contact Dianne Ennis		Working Title Office Supervisor	Telephone Number 656-4533
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1949 present		5. Records Series Title (followed by title used in office, if different) Utility Company Rate, Security & Finance Hearing Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Utilities Division of the Georgia Public Service Commission is to provide the Commission with professional and technical services in order that responsibilities to the public as required by law can be met. A competent technical, professional and administrative staff performs specific functions in the rate, finance, cost of service and separations, fuel cost recovery and projections, and accounting and auditing areas in order to carry out the duties assigned to it by the Commission.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining rate, security & finance files for the Utilities Division of the Georgia Public Service Commission. Included are: Company filing, Testimonies, Exhibits, Minimum Filing Requirements (MFR's), Case Summaries, Approval Memos, Transcripts, Audit Reports, Data Requests & Responses (Staff Data Requests, Intervenor Data Requests, Hearing Data Requests), Briefs and Proposed Orders, and other related documents. File is arranged: Alphabetically by name of company; thereunder numerically by assigned case number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>often</u> ; Seven to twelve months old <u>often</u> ; Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older <u>infrequently</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers <u>---</u> ; Shelves <u>-----</u> ; Other (specify) <u>-----</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Financial Section Summaries & Hearing Transcripts.</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>10</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative reference requirements require 10-year retention.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) CASE FILES RELATING TO:

Hold most current two cases in current files area until next case is closed; then remove oldest case file and place in inactive file; cut off inactive file at end of each calendar year; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

82-598

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		<u>[Signature]</u>	<u>8/31/82</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	Date
		<u>[Signature]</u>	<u>12-29-82</u>
Secretary of State/Designee	<u>[Signature]</u>	<u>12/22/82</u>	
Attorney General/Designee	<u>[Signature]</u>	<u>1-17-83</u>	